

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



REVISED

GROUNDSCKEEPER I/II (Parks & Recreation- Parks Services)

There are currently 2 vacancies in the Golf Course Section. This recruitment will be used to establish an external list of qualified candidates. The department will use this list after internal lists are exhausted; or, in accordance with City of Tempe Rule 3, Section 304, D, to supplement an already existing internal list with four (4) or fewer names.

OPENING DATE: September 11, 2006

CLOSING DATE: Open until the needs of the City are met. First review of applications will be **September 25, 2006**; position may close at that time.

ANNUAL SALARY RANGE

Level I: \$29,699 – 40,083

Level II: \$32,779 - \$44,258

Currently, this position is classified as FLSA Non-Exempt – eligible for overtime compensation and/or compensatory time.

WORK HOURS: Current vacancy hours/days - Monday - Friday 4:30 a.m. – 1:00 p.m. (hours vary by season). Future vacancy hours/days - vary by season and work area assigned (Parks, Golf Course, Sports Complex, Cemetery). Typical work days are Monday through Friday and work hours vary between 3:00 a.m. and 2:30 p.m. **The ability to work weekends and holidays, when appropriate, is required for all Parks Services positions.**

MINIMUM QUALIFICATIONS

Level I: Requires the equivalent to six months of fulltime increasingly responsible experience in gardening, care or maintenance of lawns or golf courses.

Level II: Requires the equivalent to one year of fulltime increasingly responsible experience mixing and applying pesticides, operating parks or golf course equipment, and performing parks and golf course maintenance duties comparable to that of a Groundskeeper I in the City of Tempe. Possession of an appropriate, valid Arizona Structural Pest Control Applicator's License.

ADDITIONAL REQUIREMENTS

Possession of an appropriate, valid Arizona driver's license is required. **A recent copy of your 3-year driving record will be required at the time of interview.** This position requires a physical examination. Applicants claiming veteran's preference need to attach the appropriate DD214 at time of application.

REPRESENTATIVE DUTIES

For the complete job description go to: <http://www.tempe.gov/hrcc/docs/>

- ▶ Water, mow, weed, trim, aerate, renovate and fertilize lawns.
- ▶ Plant, water, fertilize and maintain landscaped areas consisting of bushes, trees, flowers and shrubs.
- ▶ Trim and prune bushes, trees and shrubs; stake trees as necessary.
- ▶ Rake leaves and clear debris from walks, fields, courts and other facilities.
- ▶ Pick up litter and debris; empty trash receptacles and transport rubbish to the local landfill.

- ▶ Inspect playground equipment, picnic tables, barbecues and other related parks equipment and facilities; report needed repairs to supervisor.
- ▶ Perform minor maintenance and repairs to fences, bleachers and sprinkler systems.
- ▶ May mix chemicals and fertilizers according to predetermined formula and operate spray rig to apply chemicals to trees, shrubs, grass and flowers to control weeds, insects and plant diseases; set and monitor rodent traps.
- ▶ Drive and operate equipment on routine assignments including tractor, small backhoe, dump trucks, rider mower and equipment trailers.
- ▶ Operate small and medium size equipment such as blowers, weed eaters, trimmers, edgers, chain saws, mowers, and power washers.
- ▶ Identify equipment needs for each assigned project.
- ▶ Respond to requests and inquiries from the general public.
- ▶ Utilize proper safety precautions related to all work performed.
- ▶ May train and supervise staff as required.

SELECTION CRITERIA

An official City of Tempe application must be filled out in order to qualify for this position. Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 2160

TLM/pmm



City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Social Security Number: _____
4. Mailing Address: _____
Street Address City State Zip
5. Phone Number: HOME: _____ WORK: _____
6. Driver's License (Number, State, Class): _____
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: Temporary? Regular?
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:

10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
 - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
 - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐

Date

Department Review ☐

Date

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

13. Do you have a High School Diploma or a G.E.D.? Yes No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	
			Yes No	
			Yes No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes No	
			Yes No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No

20. **May we contact your current employer if you are considered for hire/promotion?** Yes No

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed: Yrs Mos
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Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$		Per
Work Performed:			
Reason for Leaving:			

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

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22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

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Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: _____ Date_____

Applicant Signature_____ Date_____

The City of Tempe does not accept faxed copies of applications.



Voluntary Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: Female Male

Disabled: Yes No

Ethnic Group:

White

Black

Hispanic

Asian

American Indian

Other

Age Group:

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: _____

How did you hear about this position: _____